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AUTHOR	Miller, Gordon
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ABSTRACT

This book is intended to serve as a career coach to individuals interested in setting a career goal, formulating a career path, and identifying and using strategies to follow the path to the career goal. The book is designed to be used in conjunction with the author's career coaching Web site, which is referred to throughout the book and which contains a variety of interactive tools to help readers understand and apply the concepts and exercises in the book. The following are among the topics examined in Chapters 1-15: (1) the definition of a career coach; (2) steps in entering or reentering the job market; (3) five steps to starting the career development process; (4) career mapping; (5) reinventing oneself by thinking like a change agent; (6) ways of improving one's job performance; (7) negotiation tactics; (8) tips for employment interviews; (9) changes in the traditional relationship between employers and employees and the impact of those changes on what job candidates can ask for when negotiating job responsibilities and compensation; (10) the changing workplace and unconventional career paths; (11) marketing oneself as a brand; (12) miscellaneous career advice; (13) tips for bosses; (14) taking one's career online; and (15) jobs of the future. (MN)

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